

CONTINUING EDUCATION WORKSHEET

- ➡ If space is needed to list additional courses, feel free to make copies of the worksheet.
- ➡ Keep this worksheet for your records. **DO NOT SEND TO THE BOARD OFFICE!**
- ➡ Attach your CE certificates to the worksheet. File the worksheet and certificates in a safe place.
- ➡ Keep this worksheet and certificates for 3 years after you report them on your renewal application.

TITLE OF PROGRAM	ACPE I.D. #	(1) DATE ATTENDED IF LIVE PROGRAM	(2) DATE COMPLETED IF CORRESPONDENCE COURSE	NUMBER OF CONTACT HOURS

TOTAL HOURS:

- (1) **If you attended a live program**, the completion date is the date that you attended the program.
- (2) **If you participated in a correspondence course**, these courses are not complete until you receive a certificate of completion from the provider with a dated certifying signature. You must use the date of the certifying signature as the date of completion for the CE course.